



Expired Comp Time Payout Process

You can use Expired Comp Time Payout process to automatically payout expired comp time or just to view a report of comp times that are expired.

This process is to be used where comp plan balance payouts are applicable such as Holiday, Compensatory, or Administrative Leave comp plan. The following are the criteria the process validates for comp time payout when this process is run:

- Select comp time expired for active employees within the Start and End Date entered on the run control page.
- Select only nonexempt employees for compensatory time payout such as comp plan COMPREG and COMPPUB
- If an employee's HR record indicates that the employee is on leave, the employee will be included in the report but the payout will not be inserted into the timesheet.

There are a few important items to remember when running this process:

- **Run time admin for the period before running this process.**
- **Unless you are running this process in "Report" mode, only run this process only ONCE.**
- **It is recommend that you always run the "Report" mode to review before running the actual process. The actual process inserts the payout into timesheets.**
- **If you need to run the process again, ALWAYS run time admin again first.**

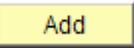
Step to run process:

Navigation: *OK Custom Reports/Processes > Agency Processes > Expired Comp Time Payout (0545)*

Step 1 – Make sure that Time Administration has been processed for the current pay period

Step 2 – Select or Add a Run Control ID

✓ **To add a Run Control ID:**

- Click the  tab
- Enter the run control value of your choice (must be one word with no spaces)
- Click  button



Expired Comp Time Payout(0545)

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

- ✓ **To select an existing Run Control ID**
 - **Type** the Run Control ID in the Run Control ID box
 - **Click** button

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Enter any information you have and click Search. Leave fields blank.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Include History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step 3 – Entering information on the Run Control Page

- ✓ **Company:** Agency Number
- ✓ **Start Date:** Enter the Begin date of the current pay period processing.
- ✓ **End Date:** Enter the End date of the current pay period processing.
- ✓ **Optional:**
 - **Emplid:** Enter Emplid to process only one employee.
 - **Pay Group:** Enter pay group to process one pay group or enter % wildcard to process multiple paygroups. Example: Monthly versus Bi-weekly pay groups (M%, S% or B%)
 - **Location:** Enter location to process only one location.
 - **Sort By:** Use '**Sort By**' to view report by different sorts.
 - **Emplid**
 - **Location**
 - **Name**
- ✓ **Select Report Only or Process Payout:** Select whether to run report only or to Process Payout. Note: Only run Process Payout Once.



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- ✓ **Compensatory Time Off Plan:** Click the **+** button to select the comp time plan to be paid out. Multiple comp plans are allowed to be processed at one time.

Expired Comp Time Payout (545)

Run Control ID: a [Report Manager](#) [Process Monitor](#) Run

Process Request Parameter(s)

Required	Optional
*Company: 566 Dept of Tourism & Recreation	EmpID
*Start Date: 07/01/2013	Pay Group: M%
*End Date: 07/31/2013	Location
	Sort By

Report Only / Process Payout

Report Only Process Payout

Compensatory Time Off Plan	Description	
1 ADMIN LVE	Administrative Leave Plan	+ -
2 COMPREG	Comp Time - Regular	+ -
3 HOLIDAY	Holiday Leave Plan	+ -

- ✓ Click the Run button to run the process
 - **Type:** Web
 - **Format:** PDF
 - Click OK button

Process Scheduler Request

User ID: HMINSON Run Control ID: EXPCOMP

Server Name: PSUNX Run Date: 05/29/2012

Recurrence: Run Time: 11:15:31AM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Expired Comp Time Payout	OCPTL545	SQR Report	Web	PDF	Distribution

OK Cancel



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- ✓ **Click [Process Monitor](#)** hyperlink to monitor the process. Once the Distribution Status shows “Success” and “Posted”. Access the report to review by clicking on the Details hyperlink.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2076623		SQR Report	OCPTL545	HMINSON	05/29/2012 11:15:31AM CDT	Success	Posted	Details

- ✓ **Click the [View Log/Trace](#)** hyperlink to access the report:

Process Detail

Process

Instance: 2076219 Type: SQR Report

Name: OCPTL545 Description: Expired Comp Time Payout

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: 1 Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time Actions

Request Created On: 05/02/2012 12:52:14PM CDT [Parameters](#) Transfer

Run Anytime After: 05/02/2012 12:52:11PM CDT [Message Log](#)

Began Process At: 05/02/2012 12:52:31PM CDT Batch Timings

Ended Process At: 05/02/2012 12:52:44PM CDT [View Log/Trace](#)

- ✓ **Click the hyperlink with *PDF file extension.** Your report should look similar to the follow example (IDs are blank in the example for privacy reason)



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Plan	Employee ID	Empl Rec#	Status	Date	Hours	TRC	Paid/Not Paid
COMPREC		0	A	29-FEB-2012	6.00	CTPO	To be Paid
		0	A	22-FEB-2012	5.00	CTPO	To be Paid
		0	A	01-FEB-2012	5.00	CTPO	To be Paid
		0	A	08-FEB-2012	0.01	CTPO	To be Paid
		0	A	29-FEB-2012	0.01	CTPO	To be Paid
		0	A	01-FEB-2012	10.00	CTPO	To be Paid
		0	A	08-FEB-2012	0.50	CTPO	To be Paid
		0	A	22-FEB-2012	0.75	CTPO	To be Paid
		0	A	08-FEB-2012	1.00	CTPO	To be Paid
		0	A	29-FEB-2012	0.64	CTPO	To be Paid
		0	A	29-FEB-2012	2.25	CTPO	To be Paid
		0	A	29-FEB-2012	15.75	CTPO	To be Paid
		0	A	23-FEB-2012	16.88	CTPO	To be Paid
		0	A	15-FEB-2012	1.50	CTPO	To be Paid
		0	A	15-FEB-2012	0.38	CTPO	To be Paid
		0	A	29-FEB-2012	3.00	CTPO	To be Paid
		0	A	22-FEB-2012	1.06	CTPO	To be Paid
		0	A	29-FEB-2012	0.75	CTPO	To be Paid

Step 4: Review the reports for accuracy

Step 5: Run the process using "Process Payout" mode to insert payout into timesheets.

Step 6: Check timesheet to make sure that payouts are inserted for payments. Note: Payments will not be generated until time administration is processed.